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ABSTRACT

This contract between the Vocational, Technical, and Adult Education District No. 12 and the Fox Valley Technical Institute Faculty Association covers the academic years 1971-73. Articles of the agreement cover recognition, management rights clause, association rights clause, negotiations procedure, fair dismissal policy, grievance procedure, absences, faculty working conditions, salary schedule provisions, savings clause, and contract term. Appendices include calendars and salary schedules. (MJM)

ED 087325

FOX VALLEY TECHNICAL INSTITUTE

Wisconsin
NEA
2 years

MASTER CONTRACT

1971-72
1972-73

HE 005 128

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Fox Valley Vocational, Technical, & Adult Education District

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FOX VALLEY TECHNICAL INSTITUTE

CONTRACT BETWEEN

VOCATIONAL, TECHNICAL, AND ADULT EDUCATION
DISTRICT #12

AND

FOX VALLEY TECHNICAL INSTITUTE
FACULTY ASSOCIATION

October 5, 1972

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PREAMBLE

This Agreement entered into between Vocational, Technical, and Adult Education District #12 (hereinafter referred to as the "Board") and its professional employees represented by the Fox Valley Technical Institute Faculty Association (hereinafter referred to as the "Association").

The general intent of this agreement is to further the purpose of the parties in providing maximum educational opportunities for the District.

ARTICLE I

RECOGNITION

A. The Board recognizes the Association as the exclusive bargaining representative on wages, hours, and conditions of employment for all full-time employees of the District engaged in teaching, including classroom instructors, librarians, and guidance counselors but excluding the following:

1. Director, Administrators, Coordinators, and Supervisors
2. Non-instructional personnel
3. Office, clerical, maintenance, and operating employees

B. The purpose of this Article is to recognize the right of the bargaining agent to represent employees in negotiations with the Board provided in 111.70 of the Statutes.

ARTICLE II

MANAGEMENT RIGHTS CLAUSE

The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Laws and the Constitution of the State of Wisconsin, and of the United States, including, but without limiting the generality of the foregoing, the right:

(1) To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees within the total school program;

(2) To hire all employees and subject to the provisions of law, to determine their qualifications, and their employment assignment, or their dismissal; and to promote and transfer all such employees;

(3) To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, and the right to create, combine, or eliminate any positions, all as deemed necessary or advisable by the Board;

(4) To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aides of every kind and nature;

(5) To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of instructors; and other employees with respect thereto, and non-teaching activities within the total school program.

The exercise of the foregoing powers, right, authority, duties and responsibilities by the Board; the adoption of policies, rules, regulations and practices in furtherance thereof; and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of the State of Wisconsin, and the Constitution and Laws of the United States.

ARTICLE III

ASSOCIATION RIGHTS CLAUSE

The Board recognizes under Section 111.70 of the Wisconsin Statutes of 1965, the right of every instructor to organize, join and support the Association for the purpose of engaging in collective bargaining.

The Board agrees that it will not discriminate in respect to wages, hours or conditions of employment against any instructor because of his membership in the Association, participation in the activities of the Association, participation in the negotiation with the Board or by his presentation of any complaint or grievance under the terms of this agreement.

The Board recognizes the right of the Association to invoke the assistance of the Wisconsin Employment Relations Commission.

The Board agrees to make available upon request by the Association within five (5) working days, if possible, all available information concerning the financial situation of this District budget requirements and other information needed by the Association to develop accurate programs on behalf of the instructors in their wages, hours and working conditions.

The Board agrees to make available upon request by the Association within five (5) working days, if possible, all available information which may be needed by the Association in order to intelligently process any grievance or complaint. Confidential and personal information is to be made available only with the written consent of the instructor involved.

ARTICLE IV

NEGOTIATION PROCEDURE

A. (1) On or about December 1, 1972, and no later than January 15, 1973, the parties agree to meet to confer and negotiate in accordance with the procedures set forth herein in a good faith effort to reach agreement on all matters raised by either party concerning questions of wages, hours, and conditions of employment. Any agreement reached shall apply to all instructors, be reduced to writing, and be executed by the appropriate and duly authorized officer or officers of the Board and the Association;

(2) During such negotiations, the Board and the Association will present relevant data, exchange points of view and make proposals and counter-proposals. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the foregoing negotiation process.

B. An impasse shall occur when the Board or the Association refuses to meet and negotiate in good faith at reasonable times in a bona fide effort to arrive at such an agreement. In the event of an impasse, the Board and the Association will follow the procedures set forth in Section 111.70 (4) of the Wisconsin Statutes.

C. Except as this Agreement shall hereinafter otherwise provide, all wages, hours, and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement, as established by the rules, regulations and/or policies of the Board in force on said date, will continue to be so applicable during the term of this Agreement.

D. The Board agrees not to negotiate with any instructors' group or organization other than the Association in regard to any matters concerning questions of wages, hours and conditions of employment.

E. This Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

F. Press Releases

Press Releases concerning negotiations shall wherever possible be mutually approved by the Board and the Association. This is not to preclude keeping the Association membership and the Board members informed as to the progress of the negotiations. If the two parties fail to agree on a joint press release, either party may then issue a unilateral press release.

ARTICLE V

FAIR-DISMISSAL POLICY

A. Discharge or Demotion

1. Discharge or demotion of an instructor may be made only for reasonable and just cause and only after such charges, notice, hearing and determination thereof as are provided in this policy.
2. All charges against an instructor shall be made in writing, signed by the person making the same, and filed with the secretary, clerk or other designated officer of the Board.
3. The Board, if it decides to proceed upon such charges, shall furnish the instructor with a written statement of the charges, and shall, upon written request of the instructor, provide for a hearing to take place not less than ten or more than thirty days after receipt of notice by the instructor.
4. On the filing of charges in accordance with this section, the Board may suspend the accused instructor from active performance of duty until a decision is rendered by the Board, but the instructor's salary shall continue during such suspension.
5. Dismissal and/or demotion shall be subject to the grievance procedure.

B. Renewal

1. An instructor shall be given written notice of renewal or refusal to renew his contract for the ensuing school year on or before March 15 of the school year during which said instructor holds a contract with the Vocational, Technical, and Adult Education District #12. If no such notice is given on or before March 15, the contract then in force shall be continued for the ensuing school year, or an instructor who does not receive a notice of renewal or refusal to renew his contract for the ensuing school year on or before March 15, shall accept or reject, in writing, such contract not later than April 15 following. No instructor shall be employed or dismissed except by a majority vote of the full membership of the Board. Nothing in this section shall prevent the modification or termination of a contract by mutual agreement of the instructor and the Board. No such Board may enter into a contract of employment with an instructor for any period of time as to which the instructor is then under a contract of employment with another district.

2. At least 15 days prior to giving written notice of refusal to renew an instructor's contract for the ensuing year, the employing Board shall inform the instructor in writing that the Board is considering non-renewal of the instructor's contract

and the instructor has the right to a private conference with the Board if the instructor files a request therefor with the Board within five (5) days after receiving the notice of refusal to renew the contract for the ensuing year.

C. Employment Status After 65

1. All instructors shall retire after the close of the school year during which the instructor has attained the age of 65.

ARTICLE VI

GRIEVANCE PROCEDURE

A. PURPOSE

The purpose of this procedure is to provide an orderly method for resolving differences arising during the term of this Agreement. A determined effort shall be made to settle any such differences through the use of the grievance procedure, and there shall be no suspension of work or interference with the operations during the term of the Agreement.

B. DEFINITION

For the purpose of this Agreement a grievance is defined as any complaint regarding the interpretation or application of a specific provision of this Agreement.

C. Grievances shall be processed in accordance with the following procedures:

Step 1

a. An earnest effort shall first be made to settle the matter informally between the instructor and his immediate supervisor.

b. If the matter is not resolved, the grievance shall be presented in writing by the instructor to the immediate supervisor within five (5) days after the facts upon which

the grievance is based first occur or first become known. The immediate supervisor shall give his written answer within five (5) days of the time the grievance was presented to him in writing.

Step 2

If not settled in Step 1, the grievance may within five (5) days be appealed to the Director. The Director shall give a written answer no later than ten (10) days after receipt of the appeal.

Step 3

If not settled in Step 2, the grievance may within ten (10) days be appealed to the Board. The Board shall give a written answer within fifteen (15) days after receipt of the appeal.

Step 4

a. If the aggrieved person is not satisfied with the disposition of his grievance at Step 3, or if no decision has been rendered within ten (10) school days after he has first met with the Board, he may, within five (5) school days after a decision by the Board or fifteen (15) school days after he has first met with the Board, whichever is sooner, request in writing that the Chairman of the Grievance Committee submit his grievance to arbitration. If the Grievance

Committee determines that the grievance is meritorious and that submitting it to arbitration is in the best interests of the school system, it may submit the Grievance to binding arbitration within fifteen (15) school days after receipt of a request by the aggrieved person.

b. Within ten (10) school days after such written notice of submission to arbitration, the Board and the Grievance Committee will agree upon a mutually acceptable arbitrator and will obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator, or to obtain such a commitment within the specified period, both parties shall jointly file a written request with the Wisconsin Employment Relations Commission to appoint an arbitrator to determine the matter. The Wisconsin Employment Relations Commission shall appoint a Commissioner or member of its staff to act as arbitrator.

c. The arbitrator so selected will confer with representatives of the Board and the Grievance Committee and hold hearings promptly and will issue his decision on a timely basis. The arbitrator's decision will be in writing and will set forth his findings of fact, reasoning and conclusions of the issue submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an

act prohibited by law or which is violative of the terms of this Agreement. This decision of the arbitrator will be final and binding on the parties.

d. In the event there is a charge for the service of an arbitrator, including per diem expenses, if any, and/or actual and necessary travel and subsistence expenses, or for a transcript of the proceedings the parties shall share the expense equally.

D. The parties agree to follow each of the foregoing steps in the processing of a grievance. If the employer fails to give a written answer with the time limits set out for any step, the employee may immediately appeal to the next step. Grievances not processed to the next step within the prescribed time limits shall be considered dropped.

E. The written grievance shall give a clear and concise statement of the alleged grievance including the facts upon which the grievance is based, the issue involved, the specific section(s) of the Agreement alleged to have been violated, and the relief sought.

F. The employee representative may assist in processing the grievance at any step.

G. Saturdays, Sundays, and vacation days within the school calendar year and legal holidays shall be excluded in computing time limits under this article.

ARTICLE VII

ABSENCES

A. SICK LEAVE

Sick Leave shall commence upon employment by Board to be ten (10) days per year for those employed 38 weeks and one additional day for each four weeks of at least 15 hours teaching per week during summer employment to a maximum of 12 days per year accumulative to a maximum of 115 days. In September of each year, all instructors shall be provided with a statement that shows the amount of accumulated sick leave that is credited to them at the close of the school year the preceding June.

B. EMERGENCY LEAVE

An emergency leave policy, separate from the sick leave, shall be continued.

1. Such leave is to cover death, serious illness, or other emergencies of a personal nature subject to approval by the District Director and recommendation of the Instructional Services Supervisor.
2. Said leave is to be non-cumulative and is to be granted, as necessary, at the rate of three (3) days per year. Extensions beyond three (3) days may be made by the Director and shall be counted as sick leave granted.

3. Emergency leave is to be granted without deduction of instructor's salary.

4. On any dispute concerning the granting of emergency leave, the Association shall retain the right to consult with the District Director for a mutually acceptable solution to the dispute.

C. MATERNITY LEAVE

A pregnant employee shall be required to resign or request a leave of absence no later than the sixth month of pregnancy or sooner if in the judgment of the Board, based on acceptable medical report, the job requirements would be too strenuous or otherwise jeopardize the health of the woman or baby. The leave would be granted up to two full semesters. If the expiration of the leave falls within a semester, duties are to be resumed at the beginning of the next semester. Certification of health will be required for reinstatement. The Director is authorized to make minor adjustments in the above rule to meet the convenience of the school. An instructor on maternity leave shall be permitted to make her own and the Board's contribution to all benefits requiring contributions.

D. LEAVES OF ABSENCE

A leave of absence may be granted by the Board for the following reasons:

1. Ill health after using up accumulated sick leave.

2. Upon entering the armed forces in time of war or emergency.

3. For the purpose of a year of continuous study. A minimum of three (3) years employment by the Board is required of all instructors making a request for a year of continuous study. Persons desiring leaves for special cases should submit this request in writing to the District Director who will refer it to the Board for their action. Upon returning from an approved leave of absence, the instructor shall be placed on the salary schedule without penalty for time due to the approved leave of absence.

E. PROFESSIONAL LEAVE

Instructors attending approved professional conferences, workshops, institutes and other meetings subject to final Board approval, shall be reimbursed for all reasonable expenses incurred, i.e., transportation, lodging, meals, and registration or other fees.

When it is evident that attendance or observation of an activity in another school building or school system will contribute to the effectiveness of the instructional program, the instructor may request permission to observe an activity in another school building or school system without loss of pay. Permission shall be subject to Board approval.

F. SABBATICAL LEAVE

Sabbatical leave may be granted to instructors covered by this contract after successfully and continually performing their duties for a period

of not less than five years in the employ of the VTAE District 12 Board and will be granted to no more than two percent of the instructors employed by the VTAE District 12 Board in any one year, under the following conditions:

1. Request for sabbatical leave must be made in writing to the District Director, through the Instructional Services Supervisor, on or before December 1 of the school year preceding the school year or semester for which the leave is sought. The request must outline in detail the educational plan to be pursued. Such leave is to be of not less than one academic semester, nor more than one academic year.
2. Sabbatical leave may be granted for the purposes of study, or research in the instructor's major area of preparation and in line with his teaching assignment, upon the recommendation of the Assistant Director-Instructional Services to the District Director and to the Board for action.
3. Sabbatical leave may be granted only to instructors who have, within the five years of previous employment by the VTAE District 12 Board, shown an interest, either through work experience or academic training, to upgrade themselves in their major area of preparation.
4. A committee of three members of the Faculty Association, who have not made application for sabbatical leave, will

meet with the Director, Assistant Director-Research, Development, and Operations, and the Assistant Director-Instructional Services and make recommendations as to the individuals who should be considered for such leave. The Director will make recommendations to the VTAE District 12 Board which has the final authority to grant the sabbatical leave.

5. Such leave shall be subject to the following financial arrangements:

   a. The instructor shall be paid at the rate of 50 percent of his 38-week contract salary as of the academic year in which application for leave is made, and the amount shall be paid in equal installments bimonthly during the period of leave. The instructor shall continue to receive all fringe benefits. He shall advance on the salary schedule the following year as though he had been in full-time employment with the Board, provided that he has received "C" grades or better in all subject areas as indicated in his educational plan, as submitted in the request for sabbatical leave.

   b. In the event that an instructor receives a specific grant or scholarship or other remuneration, while on such leave, which will afford some additional financial aid, the Board will adjust the salary so that the total sum of income does not exceed 100 percent of the instructor's salary at the time the application for leave is made.

c. The granting of sabbatical leave to any instructor shall be on condition that the instructor will return to the employment of VTAE District 12 for a period of not less than 3 years and in the event, except for disability or death, that the instructor leaves the employment of VTAE District 12 prior to the expiration of the 3 years he shall reimburse the Board for funds received while on leave of absence. One-third of the amount paid for the sabbatical leave will be credited for each year of employment after such leave.

G. MISUSE OF LEAVE BENEFITS

The Association recognizes and supports a program of appropriate action in any cases involving misuse of leave benefits.

ARTICLE VIII

FACULTY WORKING CONDITIONS

A. OFFICE HOURS

Faculty members' responsibilities include that of advising and helping students on their course work outside of the regularly scheduled class hours. Each faculty member is expected to establish and maintain regular posted office hours each semester during which he will be available to his students for consultation. One hour per school day shall be set aside for this purpose. Any additional consultation time shall be at the discretion of the instructor. Whenever an instructor is absent from his office or classroom for an appreciable period of time, he shall leave word as to where he can be reached.

B. DUTY-FREE LUNCH PERIOD

All faculty members shall be entitled to a duty-free lunch period of at least fifty (50) minutes during either the fifth or sixth period; however, no three-hour shop class shall be split.

C. FACULTY LOUNGE

The Board shall continue to make available in each school a room or rooms that are appropriately furnished for use as a faculty lounge. The Association shall be allowed to show items on the bulletin boards in the instructors' lounges. All distributed and posted materials shall always be professional in approach and shall never contain

personal attacks on another instructor, the Director and his staff, or members of the Board. The Association shall also be allowed to use instructors' mail boxes for the distribution of its communications.

D. INSTRUCTOR EVALUATION

All monitoring or observation of work performances of an instructor shall be conducted openly and with his full knowledge. Instructors shall be given a copy of an evaluation report prepared by their superiors and shall have the right to discuss such a report with their superiors before it is submitted to central administration or put into their personal files. The instructor shall have the right to answer any material filed and his answer shall be reviewed by the Director and attached to the file copy. The Director upon receipt of a request from an instructor shall give access to the instructor's personnel file provided that the file shall remain within the confines of the area office and nothing shall be removed from same by the instructor.

E. FACULTY PARKING

Each instructor shall be assigned a free parking area adjacent to the school and will receive a parking sticker for identification. The instructional supervisor will arrange to make satisfactory parking space assignments.

F. LEGAL PROTECTION OF FACULTY

The Board shall agree to provide and pay for 50 percent of the cost for legal counsel to defend any instructor in a civil or criminal action

arising out of an assault on a faculty member while on the school premises or attending a school function. If an assault on an instructor results in loss of time from teaching, the faculty member shall be paid in full for such time. This paid-absence time shall not be deducted from any sick leave to which such instructor is entitled. In the event that any such faculty member received workmen's compensation for such lost time, the Board shall pay the faculty member the difference between the amount of workmen's compensation weekly benefits and the instructor's full pay.

G. ASSISTANCE IN ASSAULT CASES

Instructors shall report all cases of assault which they may suffer in connection with their employment to their supervisor immediately, who, in turn, shall report through channels to the Director. The Director shall then inform the instructor immediately of his rights under the law and shall provide such information in a printed document to include the Rules of the Industrial Commission and the Board. The Director, or his appointed legal counsel, shall be requested to notify the instructor of his readiness to assist the teacher as follows: (1) by obtaining from police and/or from the supervisor relevant information concerning the assailant; (2) by accompanying the instructor in court appearances; and (3) by providing other appropriate assistance.

H. WORK DAY

The work day for each member of the faculty shall include his assigned teaching load for that specific day, plus his daily office-hour responsibilities. However, the work day shall not be more than a consecutive eight-hour span beginning no earlier than 7:30 a.m., and ending no later than 5:30 p.m. It is understood that exceptions may occur to accommodate special programs by mutual consent between the Director and the individual instructor involved. Instructors will be given preference for any employment for instruction in the central facility beyond the eight-hour consecutive span and will be paid at the rate of 1/1300th of the contract salary per hour. This employment will be on a voluntary basis.

The Director shall on the first working day of each new term furnish the Faculty Association with copies of mutual consent forms signed by the teachers who have been hired.

I. THE WORK LOAD

All teaching and work assignments shall be made as equitably as possible among the teaching staff so that work loads will be nearly equal as is consistent with enrollment needs. For the purposes of determining equitable teaching hours, the standards of the State Board of Vocational, Technical, and Adult Education shall prevail.

J. THE WORK WEEK

Each full-time instructor shall have a work week consisting of five work days, Monday through Friday only.

K. PROFESSIONAL GROWTH

Six Professional Growth days will be included in the calendar. Teachers shall give at least two weeks' notice to the department chairman or instructional supervisor. Names of instructors covering the absent instructor's classes will be provided with the notice and the Director shall be provided with copies.

L. THE SCHOOL YEAR AND CALENDAR

The teaching year shall consist of 190 days, including professional growth days, in-service days, and applicable legal holidays, with 175 teaching days. (See Appendices A,B,C, and D for further details.)

M. LIABILITY COVERAGE

Present liability insurance covering tort liability of faculty members during the course of their employment, which is obtained and paid for by the Board, shall be continued in the amount of $1,000,000 total coverage and $100,000 per incident.

N. SUBJECT ASSIGNMENTS

Unless they approve, instructors shall not be assigned courses outside the scope of the teaching certification of their major or minor fields of study. Each year, instructors may express in writing, to their immediate supervisor, their particular preferences of subject areas and also extra-curricular assignment, if any. All subject assignments shall be made known, in writing, to instructors at least one month before the beginning of the next semester.

O. STUDY COMMITTEE

A joint study committee shall be formed consisting of three members representing the Board and three members appointed by the Association for the purpose of studying instructor-instructor aide ratios, teacher work loads, the quarter system, a 48-week school year, and the school day keeping in mind the needs of the students.

ARTICLE IX

SALARY SCHEDULE PROVISIONS

A. The beginning B.S. base be set at $7,750 effective November 14, 1971.

1. Horizontal Increment

a. The yearly horizontal increment for B.S., B.S. + 6, B.S. + 12, B.S. + 18, B.S. + 24, and B.S. + 30 shall be 4 percent of the B.S. base.

b. The yearly horizontal increment for M.S., M.S. + 6, M.S. + 12, M.S. + 18, M.S. + 24, and M.S. + 30 shall be 4 percent of the M.S. base.

2. Vertical Increments

a. The vertical increments shall be $202.

B. All instructors with less than a Master's Degree in their major or minor area of teaching are required to upgrade themselves with six credits every four years in order to advance on the salary schedule, regardless of placement on the schedule at time of initial employment by Board. Requests for work experience, workshops, and college credits must have prior approval of the Director.

C. All instructors having completed a Master's Degree will be required either to gain three months' work experience related to their major or minor area where applicable, or earn two credits of college work in major area of instruction every five years in order to advance on

the salary schedule. Work experience and workshops and college credits must be approved by the Director. A maximum of six credits which have been approved by the Director, which were earned in the major or minor area of instruction prior to completion of the Master's Degree, but which do not apply toward that degree, shall be applied beyond the effective date of the degree. Credits previously recognized beyond the Master's Degree will continue to apply.

D. Work experience shall be compensated for at the rate of $100 per year to a maximum of three years, only when required for certification by the Wisconsin Board of Vocational, Technical and Adult Education. This is to be added to the salary step. Instructors whose initial employment started after August 25, 1969, will be given one step on the salary schedule for two years' work experience as required for state certification in lieu of the $100 per year stated above.

E. CONTRACTS GREATER THAN 38 WEEKS

All instructors working full time beyond the regular 38-week contract with a teaching assignment shall receive 1/38 of their regular contract salary. Other instructors doing professional work beyond 38 weeks shall receive 2 percent per week on the salary schedule for all weeks employed full time beyond 38 weeks including agricultural instructors making summer field supervision contacts.

F. SUMMER SCHOOL

An instructor having part-time assignment during the additional weeks of school beyond 38 week-school contract will be paid a salary of 1/1300 of his previous year's contract per hour of actual instruction. Each instructor shall be paid one-fourth hour preparation time for each class hour taught provided the preparation is done at the school.

G. TRAVEL

Travel will be paid only when an instructor is required to travel to another location to teach a class which is not in the city of his primary teaching assignment. This is to be paid at the rate of 10¢ per mile.

H. HOSPITAL INSURANCE

Group Hospital Insurance is available to all employees of the Board effective September 1. The group is insured with the WPS-Blue Shield Plan, Group Policy 67113, and the Board will pay 100 percent of the premium. If at any time the District Board places the medical insurance coverage on bids, the coverage with the present or any new insurance company will always be equal to or greater than the present coverage. In the event that an employee leaves the employment of employer, employee may continue as a member of the group hospital insurance plan until September 1 provided the employee pays his own insurance premium for the months of July and August.

I. LIFE INSURANCE

All Board employees are automatically enrolled in the SAFECO Group Life Insurance Plan with the Board paying 100 percent of the premium.

J. ADVANCEMENT IN CLASSIFICATION

If an instructor completes the necessary credits for advancement to a higher professional level, he will be issued an addendum to his contract reflecting the higher increment. Notification by the instructor, in writing, of such change must be received by the Board on the first contract day to be effective in the subsequent school year. Credits earned during the first semester which would advance an individual to the next classification will be adjusted for the second semester of the contract. A transcript of credits earned shall be forwarded to the Board when received. If a transcript is not received by the end of the first semester or by the end of the second semester, as the case may be, all payments made for the new classification will be deducted from the instructor's salary for the next semester.

K. TEACHERS' RETIREMENT

The Board shall contribute 3.25 percent of teachers' gross contract salaries to the State Teachers' Retirement System with a maximum of $498.62 annually, commencing August 28, 1972. There shall be a three-year moratorium on additional requests for teacher retirement

contributions. This subject cannot be negotiated again until the 1975-76 school year.

L. PAYROLL DEDUCTIONS

The Board agrees to deduct from the salary of those instructors who desire it, regular periodic deductions for Fox Valley Technical Institute Faculty Association dues in a uniform amount. Authorization for these deductions shall be voluntary and shall be put in writing by each instructor. The administration shall work out reasonable mechanics for the deductions which shall be remitted to the Association treasurer.

ARTICLE X

SAVINGS CLAUSE

Shall any portion of this contract be invalidated by legislation or court decisions, the remaider of the contract will be effective and negotiations will immediately commence to replace the article or articles which have been declared invalid.

ARTICLE XI

CONTRACT TERM

This Agreement and each of its provisions shall be binding on both parties from August 31, 1971, and shall continue in effect to August 30, 1973. This contract will be considered a base contract for all future contracts between the Association and the Board. Any request for deletions, changes, or modifications in future negotiations will be made in writing and will refer to the page, article, and paragraph to which said deletions, changes, or modifications are proposed.

Dated: October 5, 1972, at Appleton, Wisconsin

VOCATIONAL, TECHNICAL, AND ADULT EDUCATION DISTRICT 12

By Harland A. Kuehn
President

By Robert C. Schneider
Secretary

FOX VALLEY TECHNICAL INSTITUTE FACULTY ASSOCIATION

By Joseph A. Benkowski
President

By Adeline B. Strauss
Secretary

Appendix A

VTAE DISTRICT 12
1971-72 38-Week Calendar

September

M	T	W	T	F
		x	x	x
(6)	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November

M	T	W	T	F
1	2	3	4	~~5~~
8	9	10	11	12
15	16	17	18	19
22	23	24	(25)	~~26~~
29	30			

December

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	~~23~~	~~24~~
~~27~~	~~28~~	~~29~~	~~30~~	~~31~~

January

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	x
x	x	26	27	28
31				

February

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29			

March

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	(31)

April

M	T	W	T	F
~~3~~	~~4~~	~~5~~	~~6~~	~~7~~
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May

M	T	W	T	F
1	2	3	x	x
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	(30)	31		

June

M	T	W	T	F
			1	2
5	6	7	x	x

CODE: ( ) Legal Holiday -- Vacation Days
d Testing Days x preparation & convention day

FIRST SEMESTER

Sept. 1-3	Orientation, In-Service
Sept. 1-3	Registration
Sept. 2	Area In-Service
Sept. 6	Labor Day
Sept. 7	Sem. I Day School starts
Nov. 4	End 1st Qtr. Day School
Nov. 5	Recess
Nov. 25-26	Thanksgiving Recess
Dec.23-Jan.2	Christmas Recess
Jan. 3	Day School Resumes
Jan.18-20	Sem. I Exam Schedule
Jan.18-20	Registration
Jan. 21	Grades due, 12 noon
Jan. 21	Sem. I Day School ends

NUMBER OF TEACHING DAYS: 88

SECOND SEMESTER

Jan. 24	Faculty-Student Evaluation
Jan. 25	In-Service Day
Jan. 26	Sem. II Day School starts
March 24	End 3rd Qtr. Day School
Mar.31-Apr.7	Good Fri. & Spring Recess
May 4-5	WAVAE Convention
May 30	Memorial Day
June 5-7	Sem. II Exam Schedule
June 9	Sem. II Day School ends
June 9	Grades due, 12 noon
June 11	Commencement

Number of teaching days: 87

TOTAL TEACHING DAYS: 175
(190 Contract Days)

VTAE DISTRICT 12
1971-72 Nurse Calendar

September

M	T	W	T	F
		x	x	x
(6)	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November

M	T	W	T	F
1	2	3	4	~~5~~
8	9	10	11	12
15	16	17	18	19
22	23	24	(25)	~~26~~
29	30			

December

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	~~23~~	~~24~~
~~27~~	~~28~~	~~29~~	~~30~~	~~31~~

January

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	x	26	27	28
31				

February

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29			

March

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	(31)

April

M	T	W	T	F
~~3~~	~~4~~	~~5~~	~~6~~	~~7~~
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May

M	T	W	T	F
1	2	3	x	x
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	(30)	31		

June

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

July

M	T	W	T	F
3	(4)	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August

M	T	W	T	F
	1	2	3	4
7	8	9	10	11

CODE: ( ) Legal Holiday
d Testing Days
-- Vacation Days
x preparation & convention days

Sept. 1-3	Orientation, In-Service
Sept. 1-3	Registration
Sept. 2	Area In-Service
Sept. 6	Labor Day
Sept. 7	Sem. I Day School starts
Nov. 5	Recess
Nov. 24	Grading Day, and 1st Qtr. Day School ends
Nov. 25-26	Thanksgiving Recess
Nov. 29	2nd Qtr. Day School starts
Dec.23-Jan.2	Christmas Recess
Jan. 3	Day School Resumes
Jan. 24	Grading Day
Jan 25	In-Service Day
Feb. 28	3rd Qtr. Day School starts
Mar.31-Apr.7	Good Fri. & Spring Recess
May 4-5	WAVAE Convention
May 28	3rd Qtr. Day School ends
May 29	4th Qtr. Day School starts
May 30	Memorial Day
July 4	Independence Day
Aug. 11	4th Qtr. Day School ends
Aug. 11	Grading Day

Appendix C

FOX VALLEY TECHNICAL INSTITUTE
1972-73 38-Week Revised Calendar

August

M	T	W	T	F
x	x	x	x	

September

M	T	W	T	F
				~~1~~
(4)	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	s	s	s	s

October

M	T	W	T	F
s	s	s	s	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	(23)	~~(24)~~
27	28	29	30	

December

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
~~25~~	~~26~~	~~27~~	~~28~~	~~29~~

January

M	T	W	T	F
~~1~~	~~2~~	3	4	5
8	9	10	11	12
15	16	17	18	19
22	x	x	25	26
29	30	31		

February

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

March

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	(20)
~~23~~	~~24~~	~~25~~	x	x
30				

May

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
(28)	29	30	31	

June

M	T	W	T	F
				1
4	5	6	x	x

CODE:
- ( ) Legal Holiday
- d Testing Days
- -- Vacation Days
- x preparation & conventi
- s strike days

FIRST SEMESTER

Aug.28-31	Registration, In-Service
Sept. 1	Recess
Sept. 4	Labor Day
Sept. 5	Sem. I Day School starts
Nov. 2	End 1st Qtr. Day School
Nov. 23-24	Thanksgiving Recess
Dec.23-Jan.2	Christmas Recess
Jan. 3	Day School Resumes
Jan.18-22	Exam Schedule
Jan.23	Sem.I Day School ends
	Grades due 4 p.m.
Jan. 24	Student Evaluation

Number of Teaching Days: 83

TOTAL TEACHING DAYS: 171

SECOND SEMESTER

Jan. 25	Sem. II Day School starts
Mar. 23	End 3rd Qtr. Day School
Apr. 20	Good Friday
Apr.23-27	Spring Recess
Apr.26-27	In-Service
Apr. 30	Classes Resume
May 28	Memorial Day
June 4-6	Exam Schedule
June 7-8	Student Evaluation
	Sem. II Day School ends
June 10	Commencement

Number of Teaching Days: 88

TOTAL CONTRACT DAYS: 186

Six Professional Growth days will be included in this calendar. At least 2 weeks' notice shall be given the administration, for the director's consideration, by the Dept. Chr. or Inst. Supervisor of the professional staff that will be in attendance as well as the plan of the professional staff who will cover the classes.

FOX VALLEY TECHNICAL INSTITUTE
1972-73 Revised Nurse Calendar (47 Weeks)

August

M	T	W	T	F
x	x	x	x	

September

M	T	W	T	F
				~~1~~
(4)	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	s	s	s	s

October

M	T	W	T	F
s	s	s	s	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	(23)	~~(24)~~
27	28	29	30	

December

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
~~25~~	~~26~~	~~27~~	~~28~~	~~29~~

January

M	T	W	T	F
~~1~~	~~2~~	3	4	5
8	9	10	11	12
15	16	17	18	19
22	x	x	25	26
29	30	31		

February

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	x
26	27	28		

March

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April

M	T	W	T	F
2	3	4	~~5~~	6
9	10	11	12	13
16	17	18	19	(20)
~~23~~	~~24~~	~~25~~	x	x
30				

May

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	x
(28)	29	30	31	

June

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

July

M	T	W	T	F
2	3	(4)	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31.			

August

M	T	W	T	F
		1	2	3
6	7	8	9	x

CODE: ( ) Legal Holiday -- Vacation Days
d Testing Days x preparation & conventi
s Strike Days

Aug.28-31	In-Service
Sept. 1	Recess
Sept. 4	Labor Day
Sept. 5	1st Qtr. starts
Nov. 22	1st Qtr. ends
Nov. 23-24	Thanksgiving Recess
Nov. 27	2nd Qtr. starts
Dec.23-Jan.2	Christmas Recess
Jan 3	Day School Resumes
Jan. 23-24	In-Service
Feb. 23	2nd Qtr. ends, grading day
Feb. 26	3rd Qtr. starts
April 20	Good Friday
Apr. 23-27	Spring Recess
Apr.26-27	In-Service
May 25	3rd Qtr. ends, grading day
May 28	Memorial Day
May 29	4th Qtr. starts
July 4	Independence Day
Aug. 10	4th Qtr. ends, grading day

231 Contract Days; 216 Teaching Days

SAME PROFESSIONAL GROWTH DAYS WILL APPLY AS ON THE 38-WEEK CALENDAR.

Appendix E

VOCATIONAL, TECHNICAL, AND ADULT EDUCATION DISTRICT 12 — 12/06/72

HORIZONTAL INCREMENT - $ 310, BACHELOR CLASSIFICATION $ 358, MASTER CLASSIFICATION

VERTICLE INCREMENT - $ 202

BASE - $7750

TRAINING	INCREMENT	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
BS + 0	310	7750	8060	8370	8680	8990	9300	9610	9920	10230	10540	10850	11160	11470	11780	12090	
BS + 6	310	7952	8262	8572	8882	9192	9502	9812	10122	10432	10742	11052	11362	11672	11982	12292	
BS + 12	310	8154	8464	8774	9084	9394	9704	10014	10324	10634	10944	11254	11564	11874	12184	12494	
BS + 18	310	8356	8666	8976	9286	9596	9906	10216	10526	10836	11146	11456	11766	12076	12386	12696	
BS + 24	310	8558	8868	9178	9488	9798	10108	10418	10728	11038	11348	11658	11968	12278	12588	12898	
BS + 30	310	8760	9070	9380	9690	10000	10310	10620	10930	11240	11550	11860	12170	12480	12790	13100	
MS + 0	356	8962	9320	9678	10036	10394	10752	11110	11468	11826	12184	12542	12900	13258	13616	13974	14332
MS + 6	358	9164	9522	9880	10238	10596	10954	11312	11670	12028	12386	12744	13102	13460	13818	14176	14534
MS + 12	358	9366	9724	10082	10440	10798	11156	11514	11872	12230	12588	12946	13304	13662	14020	14378	14736
MS + 18	358	9568	9926	10284	10642	11000	11358	11716	12074	12432	12790	13148	13506	13864	14222	14580	14938
MS + 24	358	9770	10128	10486	10844	11202	11560	11918	12276	12634	12992	13350	13708	14066	14424	14782	15140
MS + 30	358	9972	10330	10688	11046	11404	11762	12120	12478	12836	13194	13552	13910	14268	14626	14984	15342